

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Cincinnati, Ohio		2. POSITION NUMBER 0A 4419	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Clarify This Position <i>Miscellaneous Adm / Program Series GS-301</i> <i>1640</i>					
b. Title <i>Facility Mgmt Spec</i>		c. Service GS	d. Series <i>301</i>	e. Grade 14	f. CLC
4. SUPERVISOR'S RECOMMENDATION Facilities Specialist		GS	0301	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Facilities Specialist		6. NAME OF EMPLOYEE <i>Theron Sisk</i> <i>Penley, Larry G.</i>			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY					
b. Office of Admin. and Resources Mgmt.					
c. Facilities Mgmt. and Services Div.					
d. Cincinnati, OH					
h. EPAYS Organization Code					
8. SUPERVISORY/MANAGERIAL DESIGNATION <p><u>[S]</u> First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p><u>[A]</u> An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><u>[M]</u> A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><u>[B]</u> A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><u>[N]</u> None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such status or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Richard D. Koch, Director, FMSSD		d. Typed Name and Title of Second-Level Supervisor William M. Henderson, Director, OARM			
b. Signature <i>Richard D. Koch</i>	c. Date 6/26/97	e. Signature <i>W M Henderson</i>	f. Date 6/27/97		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	c. Functional Code
d. Bargaining Unit Code	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (0% of time)		f. Signature <i>William Henderson</i>		g. Date
11. REMARKS This position was classified through accretion of duties <i>SF-450 Required for this Position.</i> procedures and meets the requirements of EPA's Merit Promotion Plan. <i>Sandra K. Bowman, Director</i> <i>Richard X. Brown</i>					

Title Series change 1/99
9000 Review for HROKOS

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<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitutes a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 6 authorities and responsibilities described at Level 3-26 in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include employees who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [P] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or determining a course of action for the organization. Management officials must actively participate in shaping the organization's policies, interpret laws and regulations, give resources information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. CERTIFICATION STATEMENT: I certify that this is an accurate statement of the duties and responsibilities of this position as they are actually performed, and that this statement is being used for the purpose of carrying out government personnel actions. I understand that this statement is made with the knowledge that this statement is to be used for statutory purposes and that any false or misleading statement may constitute violations of such status or law.					
a. Typed Name and Title of Immediate Supervisor Richard D. Koch, Director, FMSD		d. Typed Name and Title of Recipient of Recommendation William M. Henderson, Director, OARM			
b. Signature <i>[Signature]</i>		c. Date 6/26/97	e. Signature <i>WM Henderson</i>		f. Date 6/26/97
10. SPECIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
d. Bargaining Unit Code	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> External Resources Management Duties () % of time		f. Signature <i>[Signature]</i>		g. Date
11. REMARKS SF-450 Required for this Position. This position was classified through accretion of duties and procedures and meets the requirements of EPA's merit promotion plan. Sandra E. [Signature] Title Supersede 1/99 [Signature] for HRAK					

Facilities Specialist GS-0301-14
(Senior Technical Advisor)

DUTIES

1. Serves as senior technical advisor to the Director, Facilities Management and Services Division on a wide variety of facilities responsibilities:
2. Responsible for implementing in accordance with Executive Order 12902 (Energy Efficiency and Water Conservation Act) the new requirements for managing energy/water conservation, compliance with the other EPA's facilities in meeting requirements.
3. Responsible for providing implementation of new requirements for federal ozone facilities (Executive Order 12843) protection and elimination of CFC's and other materials harmful to the ozone layer.
4. Responsible for providing guidance and direction on the consolidation of all building-related environmental compliance functions including asbestos management, underground storage tank management, pesticide control, air and water permits and inspections, and drinking water safety.
5. Provides technical advice support to Headquarters Facilities Division on Agency-wide issues such as energy conservation, environmental compliance, building safety, new technologies and other facility related areas.

FACTOR I: KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles of management of general and special purpose buildings and facilities such as research laboratories, pilot plants, wellness center, children's day care center.
- Knowledge of principles and practices of facility design, operation repair, maintenance and management that enables the incumbent to provide expert advice and oversee the operation of all EPA facilities in Cincinnati.
- Skill in negotiating with personnel of diversified backgrounds involved in various occupations, trades, and crafts often requiring the exercise of tact, diplomacy, and persuasion to achieve mutual goals and objectives.
- Knowledge of principles and practices of facility design, operation, repair and maintenance that enables incumbent to provide technical advice to the Director on effective operation of the EPA facilities (both local and remote) in an effective manner.
- Ability to apply new developments to problems not readily treatable by accepted methods.

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- Knowledge of principles and practices of facility design, operation, repair and maintenance that enables incumbent to provide technical advice to the Director on effective operation of the EPA facilities (both local and remote) in an effective manner.
- Ability to apply new developments to problems not readily treatable by accepted methods.

- Ability to develop and implement new programs in the areas of facility operation, maintenance and repair.
- Knowledge of GSA regulations, federal procurement regulations and policies, city and state building codes and regulations and EPA policies.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director, FMSD provides administrative direction regarding broadly defined goals or functions. The incumbent performs day-to-day operations providing for the coordination of activities e.g., planning, designing and conducting studies.

Decisions, recommendations and work are considered technically authoritative and acceptance without significant change is the norm. Review would be typically limited to program objectives, impact on program impact or enhancement. As applicable, some decisions or recommendations are reviewed due to national impact.

GUIDELINES

Guidelines include GPA, GSA, FARS and other regulations, policies and laws. Such guidelines are broadly stated and often non specific, requiring extensive interpretation. Considerable judgement and discretion are utilized in determining the intent of guidelines, adapting or developing new approaches, methods or guidelines when necessary.

COMPLEXITY

The work includes a variety of duties requiring not only the personal performance of work as a technical authority/expert, but also the work of supervising the Branch. A variety of skills are needed as evidenced by the variety of services provided by the Branch, some of which impact nationally. Therefore, originating new methods, establishing criteria to meet customer needs, or developing new information impacts the position's complexity.

SCOPE AND EFFECT

The purpose of the work is to provide technical and administrative guidance and coordinate various facilities issues dealing with customer focus. This involves identifying, analyzing and resolving critical problems or issues. Responsible for ensuring that the needs of all component organizations are considered in final plans.

PERSONAL CONTACTS

Personal contacts include a variety of agency employees, including high-level managers and

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supervisors both locally and in Headquarters. This includes contractor representatives, Congressional representatives, the general public and other agency representatives.

PURPOSE OF CONTACTS

Contacts are for the purpose of exchanging information to influence managers and other officials, to accept strategies and recommendations, to negotiate for changes. Contacts are also for the purposes of identifying needs and requirements of programs, resolving conflicts and coordinating the planning and development efforts. This is often done in a team concept.

PHYSICAL DEMANDS

The work is primarily sedentary.

WORK ENVIRONMENT

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices.

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